



# UNIVERSAL PLANNING APPLICATION

Department of Planning, Building and Code Enforcement  
200 E. Santa Clara Street, San Jose, CA 95113  
(408) 535-3555

FILE NUMBER: \_\_\_\_\_

RSN: \_\_\_\_\_

## TO BE COMPLETED BY APPLICANT

APN: \_\_\_\_\_

PROPERTY ADDRESS/LOCATION: \_\_\_\_\_

### PLEASE CHECK ALL THAT APPLY:

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation                                   | <input type="checkbox"/> Rezoning (Non-PD) (From _____ to _____) |
| <input type="checkbox"/> Conditional Use Permit/Amendment             | <input type="checkbox"/> Site Development Permit/Amendment       |
| <input type="checkbox"/> General Plan Amendment (From _____ to _____) | <input type="checkbox"/> Special Use Permit/Amendment            |
| <input type="checkbox"/> Planned Development Permit/Amendment         | <input type="checkbox"/> Variance/Exception (code section _____) |
| <input type="checkbox"/> Planned Development (PD) Rezoning            |  |

Note: For other application forms for permits not listed above such as Permit Adjustments, sign Permits, Tree Removal Permits, Preliminary Review, etc., please see website: <http://www.sanjoseca.gov/index.aspx?NID=3839>

### PROJECT USE:

- ☐ Residential
 ☐ Commercial
 ☐ Industrial
 ☐ Mixed Use

### PROJECT PROPOSAL AND DESCRIPTION:

### PLEASE INDICATE IF PROPOSAL INVOLVES ANY OF THE FOLLOWING: (see link to supplemental form)

- |  |   |
|--|---|
| <input type="checkbox"/> Building Mounted Wireless Communication Antenna | <input type="checkbox"/> Off-Sale of Alcohol                                |
| <input type="checkbox"/> Changes to Legal Non-Conforming Use/Structure   | <input type="checkbox"/> Off-Site or Alternate Parking Arrangement          |
| <input type="checkbox"/> Child Care Center                               | <input type="checkbox"/> On-Sale of alcohol (Drinking Establishment)        |
| <input type="checkbox"/> Demolition of Buildings                         | <input type="checkbox"/> Outdoor Uses                                       |
| <input type="checkbox"/> Development Within 100 feet of Streambed        | <input type="checkbox"/> Removal of Ordinance sized Trees (#____)           |
| <input type="checkbox"/> Drive-Through Use                               | <input type="checkbox"/> Removal of Non-ordinance sized Trees (#____)       |
| <input type="checkbox"/> Electrical Power Generator                      | <input type="checkbox"/> Residential Care/Service Facility                  |
| <input type="checkbox"/> Freestanding Wireless Communication Antenna     | <input type="checkbox"/> Slope Greater than 5%                              |
| <input type="checkbox"/> Gas Station Conversion                          | <input type="checkbox"/> Temporary Trailer (other than construction office) |
| <input type="checkbox"/> House Conversion to Non-Residential Use         | <input type="checkbox"/> Wireless Communication Facility                    |
| <input type="checkbox"/> Late Night Use (Midnight – 6 a.m.) until _____  |   |

Note: For other applications forms for permits not listed above such as Single-Family House Permits, Administrative Permits, Permit Adjustments, Sign Permits, Tree Removal Permits, Preliminary Review, etc., please see website:

<http://www.sanjoseca.gov/index.aspx?nid=3839>

### PROJECT AND SITE DATA:

Site Acreage: \_\_\_\_\_

Gross: \_\_\_\_\_ Net: \_\_\_\_\_

This application is accepted by APPOINTMENT ONLY. To arrange an appointment, please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725>. For assistance, call (408) 535-3555.

**PROJECT AND SITE DATA (continue):**

Residential Units:	Existing: _____	Proposed: _____
Commercial Square Footage:	Existing: _____	Proposed: _____
Industrial Square Footage:	Existing: _____	Proposed: _____

**CONTACT INFORMATION**

Applicant Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

Engineer's Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

Architect's Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_**FOR OFFICE USE ONLY:**

Fees Collected: \_\_\_\_\_ By: \_\_\_\_\_ (Staff)

Project Manager: \_\_\_\_\_

Zoning: \_\_\_\_\_ GP: \_\_\_\_\_ Council District: \_\_\_\_\_ Quad #: \_\_\_\_\_

Previous Planning Permit(s): \_\_\_\_\_

Staff Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# AFFIDAVIT OF OWNERSHIP

**THE UNDERSIGNED HEREBY DECLARE THAT THE FOLLOWING IS TRUE AND CORRECT:**

1. The undersigned are all the owners of all the property described in Exhibit A – Legal Description of Subject Property, or tenants of the entire subject site with a recorded lease and a term remaining of at least five years.
2. The development plans a part of this application show the exact location, size, and use of all easements on the subject site and all easements on surrounding properties benefiting the subject property.
3. If there are any existing or deactivated water wells on your property, they must be shown on your plans. The property which is the subject of this application:

\_\_\_\_\_ does contain existing active or deactivated water wells and they are shown on the plans accompanying this application

\_\_\_\_\_ does not contain existing active or deactivated water wells.

4. In conformance with Section 65962.5 of the California Government Code, and as owner(s) of the property reference below, I(we) hereby certify that I(we) have reviewed the list of Hazardous Waste and Substance Sites within the City of San Jose, as compiled by the State Office of Planning and Research.  
The property which is the subject of the above-referenced application is \_\_\_\_\_ is not \_\_\_\_\_ included on said list.

If included on the list, the listed item reads as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE UNDERSIGNED HEREBY DECLARE THAT THEY UNDERSTAND THE FOLLOWING APPLIES TO THEIR PROJECT:**

5. Notice to Applicants regarding effect of Wastewater treatment capacity on land development approvals. Part 2.75 of Chapter 15.12 of the San Jose Municipal Codes requires that an applicant acknowledge the effect of Wastewater treatment capacity on Land development approvals at the time of application. As owner(s) of the property subject to this development application, I(we) hereby acknowledge the requirements of the Municipal Code, as stated below, and understand that these requirements will apply to the development permit for which I(we) am(are) applying.

Pursuant to Part 2.75 of Chapter 15.12 of the San Jose Municipal Code, no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications when and if the City Manager makes a determination that the cumulative sewage treatment demand on San Jose-Santa Clara Water Pollution Control Plant represented by approved land uses in the area served by said Plant will cause the total sewage treatment demand to meet or exceed the capacity of the San Jose-Santa Clara Water Pollution Control Plant to treat such sewage adequately and within the discharge standards imposed on the City by the State of California Regional Water Quality Control Board for the San Francisco Bay Region. Substantive conditions designed to decrease sanitary sewage associated with any land use approval may be imposed by the approving authority.

<b>PRINT NAME OF PROPERTY OWNER</b>		<b>DAYTIME TELEPHONE:</b> (     )	<b>FAX TELEPHONE:</b> (     )
<b>ADDRESS</b>		<b>CITY</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>NAME OF FIRM, IF APPLICABLE</b>		<b>TITLE OR OTHER OFFICIAL CAPACITY*</b>	
<b>SIGNATURE (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)</b>			<b>DATE</b>

\*Please state if you are a partner, president, vice-president, etc.....

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE USE THE FOLLOWING PAGE TO PROVIDE THE ABOVE INFORMATION.

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# AFFIDAVIT OF OWNERSHIP

**THE UNDERSIGNED HEREBY DECLARE THAT ALL ITEMS ON THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ALL ITEMS ON THE FIRST PAGE OF THIS AFFIDAVIT OF OWNERSHIP APPLY TO THEIR PROJECT:**

<b>PRINT NAME OF PROPERTY OWNER</b>				<b>DAYTIME TELEPHONE:</b> (   )		<b>FAX TELEPHONE:</b> (   )	
ADDRESS		CITY		STATE		ZIP CODE	
NAME OF FIRM, IF APPLICABLE				TITLE OR OTHER OFFICIAL CAPACITY*			
<b>SIGNATURE</b> (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)						DATE	
<b>PRINT NAME OF PROPERTY OWNER</b>				<b>DAYTIME TELEPHONE:</b> (   )		<b>FAX TELEPHONE:</b> (   )	
ADDRESS		CITY		STATE		ZIP CODE	
NAME OF FIRM, IF APPLICABLE				TITLE OR OTHER OFFICIAL CAPACITY*			
<b>SIGNATURE</b> (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)						DATE	
<b>PRINT NAME OF PROPERTY OWNER</b>				<b>DAYTIME TELEPHONE:</b> (   )		<b>FAX TELEPHONE:</b> (   )	
ADDRESS		CITY		STATE		ZIP CODE	
NAME OF FIRM, IF APPLICABLE				TITLE OR OTHER OFFICIAL CAPACITY*			
<b>SIGNATURE</b> (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)						DATE	
<b>PRINT NAME OF PROPERTY OWNER</b>				<b>DAYTIME TELEPHONE:</b> (   )		<b>FAX TELEPHONE:</b> (   )	
ADDRESS		CITY		STATE		ZIP CODE	
NAME OF FIRM, IF APPLICABLE				TITLE OR OTHER OFFICIAL CAPACITY*			
<b>SIGNATURE</b> (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)						DATE	
<p><b>* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC.....</b></p> <p>IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH SEPARATE COPIES OF THIS PAGE TO PROVIDE THE ABOVE INFORMATION.</p>							

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**INDEMNIFICATION AGREEMENT**  
**FOR DEVELOPMENT APPLICATIONS**

Applicant submitted an application to the City of San José Planning Division on \_\_\_\_\_, 2\_\_\_\_ for the following development approval(s): \_\_\_\_\_

\_\_\_\_\_ (the "Project"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San José ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
  - a. Any approvals issued in connection with any of the above described application(s) by City; and/or
  - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council.

Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.

3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.

4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
  - a. The counsel to so defend City; and
  - b. All significant decisions concerning the manner in which the defense is conducted; and
  - c. Any and all settlements, which approval shall not be unreasonably withheld.

City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.

5. Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

APPLICANT:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Title, if any)

## ENVIRONMENTAL EVALUATION APPLICATION

### INSTRUCTIONS

Please prepare the application form, environmental analysis, and other required information listed below and return them, in conjunction with other required forms for your project (i.e., Planned Development Permit/Amendment, Conditional Use Permit/Amendment, Rezoning, etc.). This application is accepted by Appointment only. Please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725> to set up an appointment.

- 1. Completed Application Form.** Each application shall be signed by the preparer of the application. Original wet signatures (not Xeroxed) are required. **One** copy of the application shall be submitted for each site.

The application must contain the following:

- (a) Aerial photograph (8 ½" x 11" or 11" x 17")
  - Minimum scale 1"= 200'
  - Include a north arrow and the scale of the photograph
  - Include date of the photograph
  - The site shown in the center of the photograph
  - Clearly outline and identify the site
- (b) Site Plan (drawn to scale) showing the proposed project. (8 ½" X 11" or 11" X 17")
- (c) Vicinity Map that shows the surrounding roadways, schools, etc., (8 ½" X 11")
  - Include a north arrow
  - Site in the center of the map with North at the top of the page
  - Clearly outline and identify the site
  - Name each surrounding street
  - Label all land uses within 500 feet of the site
- (d) Photographs of the site and surrounding properties
  - Snapshots or Polaroid photos will be accepted
  - Mount on (8 ½" X 11") paper
  - Identify the subject of each photograph

- 3. Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing

notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.

- 4. HUD Federal Funding and Environmental Compliance with the National Environmental Policy Act (NEPA).** Compliance with the National Environmental Policy Act (NEPA) is required for all projects anticipating the use of federal funding from the Department of Housing and Urban Development (HUD), for any portion of the project. Additional review, reports, and/or referrals may be necessary. Additional fees will be required for projects not funded by the Community Development Block Grant (CDBG) program. Please contact the Environmental Review Team for more information.

- 5. Santa Clara Valley Habitat Conservation Plan (HCP).** Please provide HCP information for the project below, and refer to the HCP Geobrowser at <http://www.hcpmaps.com> as needed. To determine if a project eligible for coverage under the HCP, complete the Coverage Screen Form and as needed, the Fees and Conditions Worksheet. Both are available on the HCP Website at <http://scv-habitatagency.org>.

Land Cover Designation: \_\_\_\_\_  
Private Development Area: \_\_\_\_\_  
Permanently Disturbed Footprints (in acres): \_\_\_\_\_  
Fee Zone(s): \_\_\_\_\_  
Wildlife Survey Area(s): \_\_\_\_\_  
Plant Survey Area(s): \_\_\_\_\_  
Streams and Setback: \_\_\_\_\_

- 6. Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".

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# ENVIRONMENTAL EVALUATION APPLICATION

<b>TO BE COMPLETED BY APPLICANT</b> <i>(PLEASE PRINT OR TYPE)</i>			
GENERAL INFO		<b>TO BE COMPLETED BY STAFF:</b>  Staff: _____  Date: _____  Amount Paid: _____	
FILE NUMBER			
NAME OF PROJECT	PROJECT LOCATION		
ZONING	GENERAL PLAN		
ASSESSOR'S PARCEL NUMBER(S)			
WRITTEN DESCRIPTION OF PROJECT: <i>(attach additional sheets as necessary)</i>			
GROSS ACREAGE	BUILDING SQUARE FOOTAGE	NUMBER OF FLOORS	
FLOOR AREA RATIO	BUILDING HEIGHT	AMOUNT OF OFF-STREET PARKING PROVIDED: _____ spaces	
<b>PROPOSED USE OF SITE</b> (Project for which this form is filed): CURRENT USE: _____ PROPOSED USE: _____ (Please check all that apply)			
<input type="checkbox"/> Change of Use <input type="checkbox"/> Change of Hours <input type="checkbox"/> New Construction <input type="checkbox"/> Other: <i>Please clarify</i> _____		<input type="checkbox"/> Minor Alterations <input type="checkbox"/> Demolition  Additions to Building: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	
<b>PROPOSED SCHEDULING</b>			
IF THE PROJECT INCLUDES <b>RESIDENTIAL</b> PROVIDE THE INFORMATION BELOW: Type of units: (i.e., single-family detached, multi-family, etc.) _____ Number of each type of unit: _____ Density per net acre: _____			
IF THE PROJECT INCLUDES <b>COMMERCIAL</b> PROVIDE THE INFORMATION BELOW: Neighborhood or Regionally oriented: _____ Number and type of establishments: (i.e., restaurant, department store, etc.) _____  Square footage each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____ Drive-through uses: _____			
IF THE PROJECT INCLUDES <b>INDUSTRIAL</b> PROVIDE THE INFORMATION BELOW: Number and type of establishments: _____ Square footage of each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____			
IF THE PROJECT INCLUDES <b>INSTITUTIONAL</b> PROVIDE THE INFORMATION BELOW: Major functions: _____ Square footage and other relevant characteristics: _____  Number of shifts per workday: _____ Number of employees per shift: _____ Service area: _____ Hours of Operation: _____			

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Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary):		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve or whether the use of Federal funding is anticipated?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose the demolition or alteration of any existing structures on the project site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change existing features of any bays, tidelands, beaches, lakes or hills or substantial alteration of ground contours?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change scenic views or vistas from existing residential areas or public lands or roads?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change pattern, scale or character of the general area of the project?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project create a significant amount of solid waste or litter?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change the amount of dust, ash, smoke, fumes or odors in the vicinity?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose to locate a feature within a riparian corridor or area subject to flooding?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial change in existing noise or vibration levels in the vicinity?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose to develop on land or on a slope of 15 percent or more?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose the use of hazardous materials to be used as part of the operation of any of the establishments on the project site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial change in the demand for municipal services (police, fire, water, sewage, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have a relationship with a larger project or series of projects?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project create one acre or more of impervious surface on the site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project site include any structures listed as City Landmarks, Candidate City Landmarks, Structures of Merit, or listed Determined Eligible for Listing on the National or California Register of Historic Places?

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# ENVIRONMENTAL EVALUATION APPLICATION

## TO BE COMPLETED BY APPLICANT

NAME OF APPLICANT	E-MAIL ADDRESS
MAILING ADDRESS	DAYTIME PHONE NUMBER (     )

## TO BE COMPLETED BY PROPERTY OWNER\*

*(IF DIFFERENT FROM APPLICANT)*

NAME OF PROPERTY OWNER	DATE
MAILING ADDRESS	DAYTIME PHONE NUMBER (     )

## TO BE COMPLETED BY ENVIRONMENTAL CONSULTANT

NAME OF DOCUMENT PREPARER OR ENVIRONMENTAL CONSULTANT	DATE
MAILING ADDRESS	DAYTIME PHONE NUMBER (     )

## CERTIFICATION AND DISCLOSURE STATEMENT FOR THE APPLICATION FOR ENVIRONMENTAL EVALUATION

The attached Application for Environmental Evaluation has been prepared by \_\_\_\_\_ doing Business as (indicate the legal name for dba designation, such as individual, "a partnership", "a corporation", etc.) \_\_\_\_\_

The above-named, now has or will have the following direct or indirect economic interest in the development of, or, after its completion, the operation of the project for which the Application for Environmental Evaluation has been submitted.

I/We declare, under penalty of perjury, that the statements furnished above, and in the attached exhibits, pertaining to the environmental information of the proposed project and to my/our economic interest or interests in that project are complete, true and correct to the best of my/our knowledge and belief.

If any of the facts represented here change it is my responsibility to inform the City of San Jose.

Executed \_\_\_\_\_ at \_\_\_\_\_, California

PREPARER'S SIGNATURE(S)

## TO BE COMPLETED BY PLANNING DIVISION STAFF

FILE NUMBER	STAFF	DATE RECEIVED
-------------	-------	---------------

Required Copies	DOCUMENTS
1	APPLICATION FORM correctly filled out <input type="checkbox"/> Aerial Photo (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Site Plan (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Vicinity Map (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Photographs of site and surrounding properties <input type="checkbox"/> Certification and Disclosure Statements signed by preparer

\*Property Owner is defined as the person(s) who owns the land/property or the Property Management Company who maintains the subject building/space and has authority or power of attorney to sign legal documents on behalf of the property owner(s)

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## PROJECT DATA FORM

### Which Projects Must Comply with Stormwater Requirements?

**All projects** that create and/or replace **10,000 sq. ft.** or more of **impervious surface** on a project site are Regulated Projects, and must fill out this worksheet.

**All projects involving restaurants, auto service facilities, retail gasoline outlets, and uncovered parking lots** (stand-alone or part of another development project, including the top uncovered portion of a parking structure) that create and/or replace **5,000 sq. ft.** or more of impervious surface on a project site are Special Land Use Categories (which are also Regulated Projects), and must fill out this worksheet.

The purpose of this worksheet is to describe and document a Regulated Project's compliance with Provision C.3 of the Municipal Regional Stormwater NPDES Permit (MRP), including the listing of its specific stormwater-related site design, source control, and treatment measures, treatment system sizing requirements, hydromodification management applicability, and operation and maintenance data. All Regulated Projects must fill out this worksheet and submit it to the Planning Division of the Department of Planning, Building and Code Enforcement with the development project application.

Interior remodeling projects, routine maintenance or repair projects such as re-roofing and re-paving, and single family homes that are not part of a larger plan of development are **NOT** required to complete this worksheet.

Contact Planning Division staff to determine if the project meets Smart Growth **Special Projects** criteria to potentially receive LID treatment reduction credits.

### What is an Impervious Surface?

An impervious surface is a surface covering or pavement that prevents the land's natural ability to absorb and infiltrate rainfall/stormwater. Impervious surfaces include, but are not limited to rooftops, driveways, parking lots, walkways, and any other continuous watertight pavement or covering. However, pervious pavement, underlain with pervious soil or pervious storage material (e.g., drain rock), that infiltrates rainfall at a rate equal to or greater than surrounding unpaved areas OR that stores and infiltrates the water quality design volume specified in Provision C.3.d of the MRP, is not considered an impervious surface.

### For More Information

For more information, refer to San Jose's [City Council Policy 6-29: Post Construction Urban Runoff Management](#) and [City Council Policy 8-14: Post-Construction Hydromodification Management](#), both of which are available online at San Jose Planning's [Stormwater Management](#) webpage.

### 1. Project Information:

**Project Name:** \_\_\_\_\_ **APN #:** \_\_\_\_\_ **File No.:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Cross Streets:** \_\_\_\_\_

**Applicant/Developer Name:** \_\_\_\_\_

**Project Engineer:** \_\_\_\_\_

**Project Type** (Check all that apply):

☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed Use ☐ Public ☐ Institutional

☐ Restaurant ☐ Uncovered Parking ☐ Retail Fuel Outlet ☐ Other: \_\_\_\_\_

☐ Auto Service, categorized as Standard Industrial Classification (SIC) Codes: 5013-5014, 5541, 7532-7534, 7536-7539 (list applicable SIC Code(s)): \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Project Watershed** (Baylands, Calabazas, Coyote, Guadalupe, or San Tomas): \_\_\_\_\_

**PLEASE VISIT THE PLANNING DIVISION'S WEBSITE:**

<http://www.sanjoseca.gov/index.aspx?NID=3839>. TO ARRANGE AN APPOINTMENT FOR  
SUBMITTING AN APPLICATION. FOR ASSISTANCE, CALL (408) 535-5680.

## 2. Project Data: (Copy the table below onto the Stormwater Control Plan set)

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON TABLE			
a. Project Phase Number (N/A, 1, 2, 3, etc.):		b. Total Site (acres):	
c. Total Site Existing Impervious Surfaces (square feet):		d. Total Area of Site Disturbed (acres):	

e. Impervious Surfaces	Existing Condition of Site Area Disturbed (square feet)	Proposed Condition of Site Area Disturbed (square feet)	
		Replaced <sup>1</sup>	New <sup>2</sup>
Roof Area(s)			
Parking			
Sidewalks, Patios, Driveways, etc.			
Streets (public)			
Streets (private)			
<b>Total Impervious Surfaces:</b>	<b>e.1:</b>	<b>e.2:</b>	<b>e.3:</b>
<b>f. Pervious Surfaces</b>			
Landscaped Areas			
Pervious Paving			
Other Pervious Surfaces (green roof, etc.)			
<b>Total Pervious Surfaces:</b>	<b>f.1:</b>	<b>f.2:</b>	<b>f.3:</b>

<b>g. Total Proposed Replaced + New Impervious Surfaces (e.2 + e.3):</b>	
<b>h. Total Proposed Replaced + New Pervious Surfaces (f.2 + f.3):</b>	

<b>i. Percent of Replacement of Impervious Area in redevelopment projects (e.2 ÷ c x 100):</b>	<b>%</b>
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### Table Footnotes:

<sup>1</sup>**Proposed Replaced Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing impervious surface.

<sup>2</sup>**Proposed New Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing pervious surface.

## 3. MRP Provision C.3 Applicability:

- Is #2.g. equal to **10,000** sq. ft. or more, or **5,000** sq. ft. or more for restaurants, auto service facilities, retail gas outlets, and uncovered parking?
  - ☐ Yes, C.3. source control, site design and treatment requirements apply.
  - ☐ No, C.3. source control and site design requirements apply.
- Is #2.i. equal to or greater than 50%?
  - ☐ Yes, C.3. site design, source control, and treatment requirements apply to entire site.
  - ☐ No, C.3. site design, source control, and treatment requirements only apply to the area of site disturbed.

#### 4. Selection of Specific Stormwater Control Measures (Check all that apply):

##### Site Design Measures

- ☐ Protect existing trees, vegetation, and soil.
- ☐ Preserve open space and natural drainage patterns.
- ☐ Reduce existing impervious surfaces.
- ☐ Create new pervious areas:
  - ☐ Landscaping.
  - ☐ Parking stalls.
  - ☐ Walkways and patios.
  - ☐ Emergency vehicle access.
  - ☐ Private streets and sidewalks.
- ☐ Direct runoff from roofs, sidewalks, patios to landscaped areas.
- ☐ Cluster structures/pavement.
- ☐ Plant trees adjacent to and in parking areas and adjacent to other impervious areas.
- ☐ Parking:
  - ☐ On top of or under buildings.
  - ☐ Not provided in excess of Code.
- ☐ Rainwater harvesting and use (e.g., rain barrel, cistern connected to roof drains).<sup>1</sup>
- ☐ Install a Green Roof on all or a portion of the roof.
- ☐ Protected riparian and wetland areas/ buffers.
- ☐ Other: \_\_\_\_\_

##### Source Control Measures

- ☐ Connect the following features to sanitary sewer:<sup>2</sup>
  - ☐ Covered trash/ recycling enclosures.
  - ☐ Interior parking structures.
  - ☐ Wash area/ racks.
  - ☐ Pools, spas, fountains.
  - ☐ Covered loading docks and maintenance bays.
  - ☐ Pumped groundwater.
- ☐ Service stations/ fueling areas (must include all four below):

Grade fueling areas to prevent ponding.	Use concrete for the fuel area surface.
Separate the fueling area from the rest of the site by a grade breaks that prevent run-on.	Cover the fueling areas with a canopy extending a minimum of ten feet from each pump.

- ☐ Industrial, outdoor material storage, and recycling facilities (must include all four below):

Stockpile material on an impervious surface or under permanent roof or covering, as appropriate.	Direct ponded water to the sanitary sewer, <sup>2</sup> onsite treatment system(s), or to offsite disposal.
Install berms or curbing to prevent runoff from the storage/ processing areas.	Segregate pollutant generating activities into a distinct drainage management area(s) and provide treatment.

- ☐ Beneficial landscaping.<sup>3</sup>
- ☐ Use of water efficient irrigation systems.

##### *Source Control Measures (continued)*

- ☐ Maintenance (pavement sweeping, catch basin cleaning, good housekeeping).
- ☐ Storm drain labeling.
- ☐ Other: \_\_\_\_\_

##### Treatment Systems

##### *LID Treatment*

- ☐ Impervious surface(s) drains to a self-retaining area(s) that is sized per the design criteria listed in the SCVURPPP C.3 Stormwater Handbook.
- ☐ Rainwater harvest and use (e.g., cistern or rain barrel sized for C.3.d treatment).
- ☐ Infiltration basin.
- ☐ Infiltration trench.
- ☐ Exfiltration trench.
- ☐ Underground detention and infiltration system (e.g. pervious pavement drain rock, large diameter pipe).

##### *Biotreatment*<sup>4</sup>

- ☐ Bioretention area.
- ☐ Flow-through planter.
- ☐ Tree box w/ bioretention soil.<sup>5</sup>
- ☐ Other: \_\_\_\_\_

##### *Other Treatment Methods*

- ☐ Proprietary tree box filter.<sup>6</sup>
- ☐ Media filter (sand, compost, or proprietary media).<sup>6</sup>
- ☐ Vegetated filter strip.<sup>7</sup>
- ☐ Dry detention basin.<sup>7</sup>
- ☐ Other: \_\_\_\_\_

<sup>1</sup> As a site design measure, it does not have to be sized to comply with Provision C.3.d treatment requirements.

<sup>2</sup> Subject to sanitary sewer authority requirements.

<sup>3</sup> Landscaping that minimizes irrigation and runoff, promotes surface infiltration where possible, and minimizes the use of pesticides and fertilizers.

<sup>4</sup> Biotreatment measures are allowed only with completed feasibility analysis showing that infiltration and rainwater harvest and use are infeasible.

<sup>5</sup> Bioretention soils shall infiltrate runoff at a minimum of 5 inches per hour during the life of the facility and sustain healthy, vigorous plant growth.

<sup>6</sup> These treatment measures are only allowed if the project qualifies as a "Special Project".

<sup>7</sup> These treatment measures are only allowed as part of a multi-step treatment process.

## 5. Treatment System Sizing for Projects with Treatment Requirements:

Indicate the hydraulic sizing criteria used and provide the calculated design flow or volume to be treated (Complete the table below, and then continue to Section 6):

Treatment System Component	Hydraulic Sizing Criteria Used <sup>8</sup>	Design Flow or Volume (cfs or cu.ft.)

<sup>8</sup>Key: 1a: Volume – WEF Method  
1b: Volume – CASQA BMP Handbook Method  
2a: Flow – Factored Flood Flow Method  
2b: Flow – CASQA BMP Handbook Method  
2c: Flow – Uniform Intensity Method  
3: Combination Flow and Volume Design Basis

## 6. Hydromodification Management (HM) Applicability:

- a. Does project create and/or replace one acre or more of impervious surface AND create an increase in total impervious surface from the pre-project condition (i.e., is 2.g. > 2.e.1 and > one acre)?
- ☐ Yes, continue to Section 6.b.
- ☐ No, exempt from HM. Continue to Section 8.
- b. Is the project located in an area of HM applicability (green area) on the [HM Applicability Map](#)?
- ☐ Yes, project must implement HM requirements. Continue to Section 7.
- ☐ No, project is exempt from HM requirements. Continue to Section 8.

## 7. Selection of Specific Flow Duration Controls for Hydromodification Management (HM) (Check all that apply and then continue to Section 8):

- ☐ Detention basin.      ☐ Underground tank or vault.      ☐ Bioretention with outlet control.      ☐ Other: \_\_\_\_\_

## 8. Operation & Maintenance (O&M) Information:

- a. Property Owner's Information:
1. Name: \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone/E-mail: \_\_\_\_\_
- b. Responsible Party (if different than the Property Owner) for Stormwater Treatment/ Hydromodification Control O&M:
1. Name: \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone/E-mail: \_\_\_\_\_

## SPECIAL PROJECTS WORKSHEET

*Complete this worksheet to determine if the Regulated Project meets the Special Project criteria to receive LID treatment reduction credits. Special Projects are smart growth projects (e.g., small urban infill, high density, or transit oriented development) that can receive LID treatment reduction credits and use specific types of non-LID treatment, but only after the use of onsite and offsite LID treatment is evaluated. This Special Projects determination, and whether onsite and offsite LID treatment is feasible or infeasible, is subject to the Planning Division's review and approval.*

### 1. Project Information:

**Project Name:** \_\_\_\_\_ **APN #:** \_\_\_\_\_ **File No.:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Applicant/Developer Name:** \_\_\_\_\_

### 2. Feasibility/Infeasibility of Onsite and Offsite LID Treatment:

- ☐ A Narrative Discussion is attached that describes the feasibility or infeasibility of using 100% LID treatment, onsite and offsite, as part of the project's stormwater management plan. (Note: See [Appendix J, Section J.7](#) of the [SCVURPPP C.3 Stormwater Handbook](#) for complete narrative discussion instructions in order to use any LID treatment reduction credits identified in Section 4 below).

### 3. "Special Project" Determination:

#### **Special Project Category "A" – Small Infill Projects:**

Does the project have ALL of the following characteristics?

- ☐ Located in a San José designated downtown core area or downtown core zoning district, neighborhood business district, or historic preservation district;<sup>1</sup>
  - ☐ Creates and/or replaces 0.5 acres or less of impervious surface;
  - ☐ Includes no surface parking;<sup>2</sup> and
  - ☐ Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment.
- ☐ No – Continue to Special Project Category "B" below.
- ☐ Yes – Complete Section 4, Category A below of the LID Treatment Reduction Credit Calculation.

#### **Special Project Category "B" – High Density Projects:**

Does the project have ALL of the following characteristics?

- ☐ Located in a San José designated downtown core area or downtown core zoning district, neighborhood business district, or historic preservation district<sup>1</sup>;
  - ☐ Creates and/or replaces an area of impervious surface that is greater than 0.5 acres, and no more than 2.0 acres;
  - ☐ Includes no surface parking<sup>2</sup>;
  - ☐ Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment; and
  - ☐ Minimum density of either 50 dwelling units per acre (for residential projects) or a Floor Area Ratio (FAR) of 2:1 (for commercial or mixed use projects).
- ☐ No – Continue to Special Project Category "C" below.
- ☐ Yes – Complete Section 4, Category B below of the LID Treatment Reduction Credit Calculation.

<sup>1</sup> See Special Projects Criteria Maps located at the following links: [Special Projects Category A \(Small Infill\) and B \(High Density\) Location Criteria](#) and [Special Projects Category C Transit Oriented Development Location Criteria](#).

<sup>2</sup> Except for incidental parking for emergency vehicle access, ADA access, and passenger or freight loading zones.

Does the project have ALL of the following characteristics?

- #### 4. LID Treatment Reduction Credit Calculation:

Category	Impervious Area Created/Replaced <sup>6</sup> (acres)	Site Coverage (%)	Project Density (DU/Ac or FAR)	Density/Criteria	Allowable Credit (%)	Applied Credit (%)
A			N.A.	N.A.	100%	
Total Category A Credit:						
B				Res ≥ 50 DU/ac or FAR ≥ 2:1	50%	
				Res ≥ 75 DU/ac or FAR ≥ 3:1	75%	
				Res ≥ 100 DU/ac or FAR ≥ 4:1	100%	
Total Category B Credit:						
C	N.A.	N.A.	N.A.	Location credit (select one): <sup>7</sup>		
				Within ¼ mile of existing/planned transit hub	50%	
				Within ½ mile of existing/planned transit hub	25%	
				Within a PDA	25%	
				Density credit (select one):		
				Res ≥ 30 DU/ac or FAR ≥ 2:1	10%	
				Res ≥ 60 DU/ac or FAR ≥ 4:1	20%	
				Res ≥ 100 DU/ac or FAR ≥ 6:1	30%	
			N.A.	Parking credit (select one):		
≤ 10% at-grade surface parking <sup>8</sup>	10%					
No surface parking <sup>9</sup>	20%					
Total Category C Credit:						

<sup>9</sup> Except for incidental parking for emergency vehicle access, ADA access, and passenger or freight loading zones.